



Law Related Education Coordinator

Details

Job ID : 365

Title : Law Related Education Coordinator

Job Code : 1109

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR THE ORGANIZATION AND IMPLEMENTATION OF A LAW RELATED EDUCATION PROGRAM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF EXPERIENCE MUST INCLUDE COURT EXPERIENCE OR TRAINING EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

Job Duties

- ORGANIZE AND IMPLEMENT LAW RELATED EDUCATION PROGRAMS SUCH AS TRUANCY DIVERSION AND OTHER DIVERSION PROGRAMS
- TRACK AND REPORT ON FUNDING SOURCES FOR DEPARTMENT
- MAY DEVELOP AND CONDUCT LRE TRAINING AND AWARENESS SESSIONS
- PROVIDES SUPPORT SERVICES AND TECHNICAL ASSISTANCE TO PROGRAM SITES
- MAY ORGANIZE AND PREPARE PROGRAM ACTIVITIES AND MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, AND CONFERENCES
- ASSIST DEPARTMENT STAFF WITH PROJECTS, CONTINUING EDUCATION/TRAINING AND ASSIGNMENTS
- ASSISTS WITH PREPARING AND MAINTAINING PROGRAM ACTIVITIES THROUGH DATA COLLECTION AND WRITING REPORTS PROGRAM MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, MEETINGS, AND CONFERENCES
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED